

PARENTAL PRIOR WRITTEN NOTICE

CHILD'S NAME: _____ **DATE SENT:** _____

The Birth to Three program is required to provide you with prior written notice five days before proposing or refusing to initiate or change the identification, evaluation, or placement of your child or the provision of appropriate early intervention services to your child or family. This is your statement of that notice.

PURPOSE OF NOTICE:

Check all that apply

- ____ Your child was screened and based on results does not need an evaluation or assessment.
Parents do have the right to request an evaluation at any time. Contact your Service Coordinator for more information.
- ____ Determination/redetermination of eligibility for Birth to Three program.
An IFSP meeting may directly follow if your child is found eligible.
- ____ Your child is eligible for the Birth to Three program, and a meeting is needed to develop your child's IFSP.
- ____ Your child was evaluated and was found not eligible for the Birth to Three program.
- ____ A meeting to revise or review the Individualized Family Service Plan (IFSP) is needed.
- ____ A service change you requested for your child or family has been declined by the IFSP team.
- ____ A meeting to develop the annual Individualized Family Service Plan (IFSP) is needed.
- ____ A transition planning conference is being convened with your approval.
- ____ Other (describe) _____

Reasons why this action is being proposed or refused including a description of information used to make this decision (i.e. evaluation/assessment results, reports, records, etc.):

I understand the above and agree that these activities by Birth to Three may occur prior to the five day prior notice timeline.

(Parent Initial) _____ **Date** ____/____/____

Notice Given in person on: ____/____/____

Notice Mailed on: ____/____/____

Note: Parents are to receive a copy of this form and a copy is to be included in the child's record.

Please call _____ at _____
if you have any questions about the information provided above.

Parent Acknowledgement: A copy of all procedural safeguards is being provided to you via mail, email or in person. Additional sources for you to contact to obtain assistance in understanding your rights are included with the procedural safeguards. Please read it carefully. We will review these with you when we meet. As discussed in this information, you have the right to request formal dispute resolution should you disagree with the proposed or refused action(s).